



COMMONWEALTH of VIRGINIA

Board of Towing and Recovery Operators

c/o Department of Motor Vehicles

Post Office Box 27412

Richmond, Virginia 23269-0001

Office: (804) 367-0714

Facsimile: (804) 367-0718

RENEWAL NOTICE – DRIVER AUTHORIZATION DOCUMENT

CHECKLIST

_____ A check or money order made payable to the "Treasurer of Virginia" in the total amount of \$87.00. (\$50.00 application fee and \$37.00 flow through background check fee) – Please read instructions carefully if late filing penalties apply.

_____ Provide contact numbers where the applicant can be easily reached.

_____ Your current Driver Authorization Document number and your Driver Authorization Document expiration date must be included in the application.

_____ Answer all application questions in their entirety, and date and sign the application. Please do not leave any blanks.

_____ Attach a completed fingerprint card for a Federal Criminal Background Check. Ensure that your name, address, signature, date of birth, sex, race, height, weight, eye color, hair color, and place of birth have been completed. Incomplete fingerprint cards cannot be processed, and will be returned to the applicant for completion. Ensure that the law enforcement officer who fingerprints the applicant has included the date of fingerprinting and their signature.

A COMPLETED FINGERPRINT CARD FOR A FEDERAL CRIMINAL BACKGROUND CHECK MUST BE ATTACHED FOR RENEWAL APPLICANTS. PLEASE COMPLETE THE PERSONAL INFORMATION ON THE FINGERPRINT CARD INCLUDING DATE OF BIRTH, HEIGHT, WEIGHT, HAIR COLOR, EYE COLOR, SEX, RACE, SOCIAL SECURITY NUMBER, PLACE OF BIRTH, CITIZENSHIP, FULL NAME, AND ADDRESS.